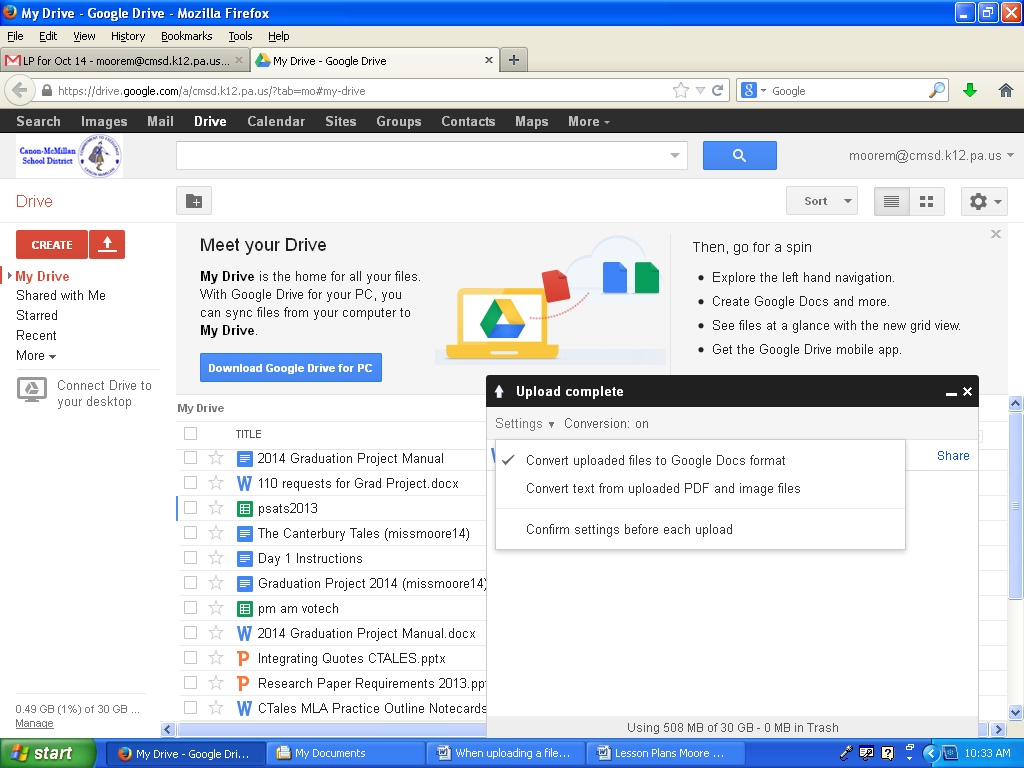
**UPLOADING A FILE TO GOOGLE DOCS**

1. Sign into **Google**
2. Select **Drive**
3. Click red up arrow to **Upload** files from the left hand navigation menu
4. Click **Files** to browse computer folders
5. Selecting a file will trigger the upload.
6. A box will appear in the lower right hand corner (the status of upload is in the black margin).
7. In the **Settings** (gray rectangle) of the upload box, choose “Convert uploaded files to Google Docs format.” **Make sure the CONVERSION IS ON**! This will then convert files automatically.



2.

7.

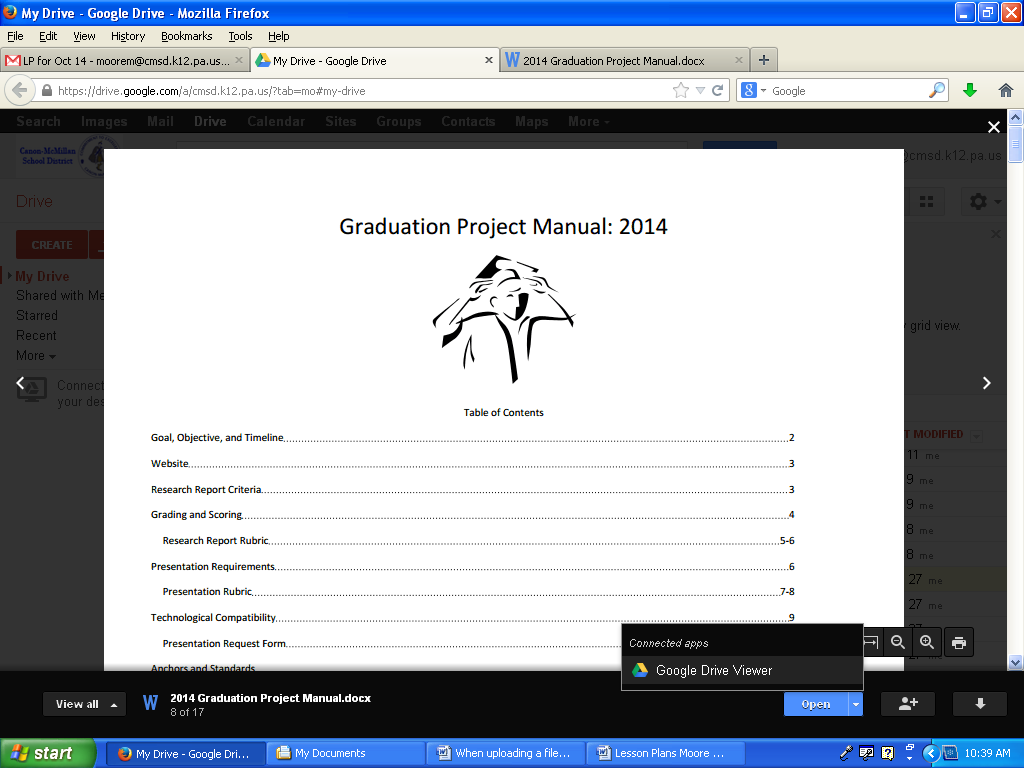
6.

3.

1.

**OPENING AND EDITING A GOOGLE DOC**

1. The document will appear in a doc viewer. Choose **Open** in the bottom right corner.

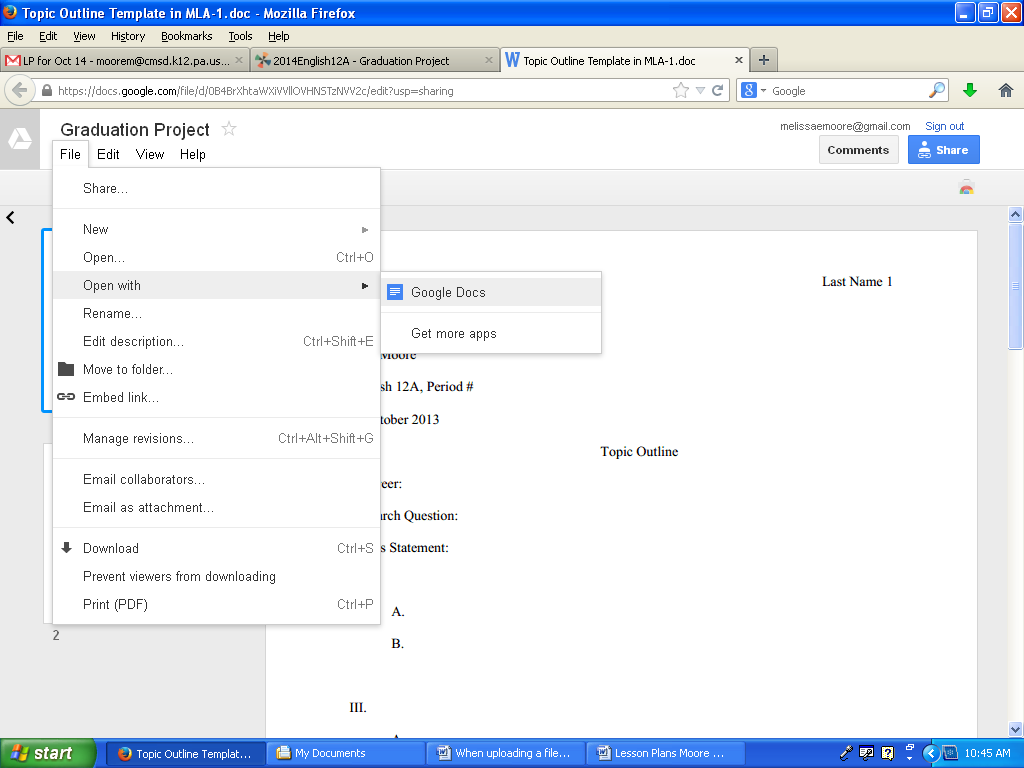


1.

You will be taken to another page that cannot be edited. **The link may take you right to this page.**

**Please continue to page 3 for a second screen shot and more instructions.**

1. Choose **File** > **Open With** > **Google Docs**



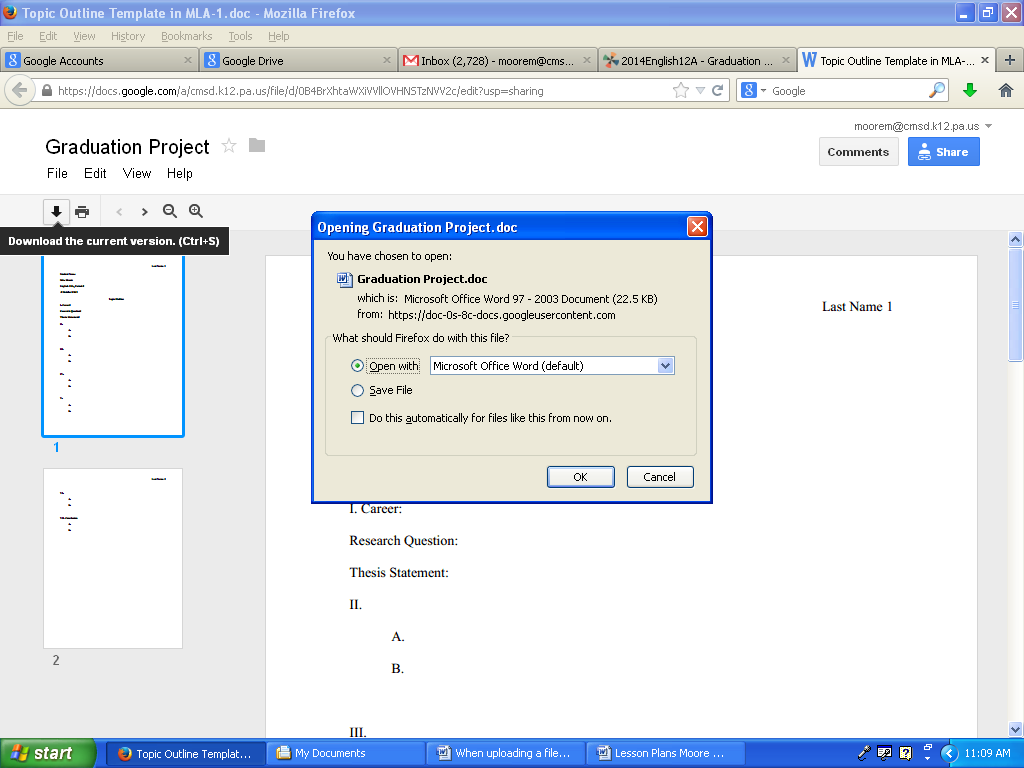
2.

1. Let the file export – this may take a minute.
2. The new document can be edited.
3. Make sure your username appears in the top right corner. This means the document is now in your drive, and you are not editing the template provided for the class. Rename if necessary by double clicking the file’s name.

**TROUBLE SHOOTING ON PAGE 4**

**No “Open With” Option**

1. Make sure you are signed into Google. You will not be able to do anything if you are not!
2. If you cannot or do not have the “Open With” feature under “File,” click the download arrow.
3. Open up the document on your computer, and edit as needed.
4. Upload the file to Google Docs following the instructions on page 1.
5. Last Resort: Google your problem or question.



2.

3.